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6 August 1953

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MEMORANDUM FOR: Chief, Support Staff

SUBJECT: : Weekly Activity Report

A. PROGRESS REPORT - OLD PROJECTS

1. [] PROGRAM. To date 110 training the [] conference on USSR. Reimbursement to individual or groups for registration fees will start Thursday, 6 August.

2. [] Approval was received from acting DDA for the Project Chief to negotiate for the sale []

3. [] The Classification and Wage Division has been requested to establish a position of Security Officer, GS-12, and another for Secretary-Stenographer, GS-6, on the [] T/O. Two positions on the T/O have been abolished to accommodate these requests. Both positions will be filled by present employees of the Agency who will transfer to the project.

4. [] Area-Language Program. After discussion with Mr. [] and Mr. [] (Group Leader), it has been decided that the married students participating in the program will be [] on TDY on the per diem of \$4.00. The unmarried students will be transferred PCS.

5. The General Services Office is unable to give a ^{firm} certain date for the movement of CIA activities [] to Curie Hall. Attempts are being made to arrange the move for the weekend of 15 August 1953.

7. Logistics Training Program. The Administrative Officer and Chief, Services and Supply Section, attended a joint OTR - Logistics Planning session concerning the activation of the program. The principal subjects discussed were the proposed revision of the field supply procedures and the administrative support of the program. It is agreed that:

a. OTR will be responsible for administrative support of the program-- transportation, briefings, badges, etc.

b. Students will be provided meals and quarters in lieu of per diem during training []

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25 YEAR RE-REVIEW

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8. The weekly report of utilization of [] facilities is attached.

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B. ITEMS OF CURRENT INTEREST

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The present contract was extended to 1 September 1953, to provide for the continuance of programs started prior to 1 July 1953.

2. OTR unliquidated obligations of FY 1953 are being reviewed in order to bring the record of total obligations for FY 1953 up to date.

D. ITEMS OF ADMINISTRATIVE INTEREST

1. Career Development Slots. The memorandum from the Director of Personnel dated 3 August and that of the DDA dated 5 August concerning the Career Development Slots are in conflict as to the administrative responsibility for the positions - when actually filled. The discrepancy has been discussed with Mr. [] Office of Comptroller, who accepted responsibility for resolving the matter.

2. The South Porch of R&S Building has been closed to traffic thereby permitting secure opening of the windows in the auditorium during class. This was done with the approval of the Security Office.

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[]
Administrative Officer, OTR

Attachment: [] Report

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